**Gap Analysis to Support the Implementation of the South Carolina**

**Asset Management Policy**

The below Gap Analysis is developed based on the feedback provided by the policy implementation team of the (SC State Agency). The table outlines the policy requirements (procedures, standards and policies which may/may not be implemented), relevant questions to address and identify gaps in the Agency’s environment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Policy Requirement** | **Questions** asset inventory? | **YES , NO or N/A** | **Gap** | **Comments** |
| **InfoSec Policy has been reviewed and approved by the key stakeholders.** | **Has the InfoSec Policy been reviewed and approved by the key stakeholders?** |  |  |  |
| **InfoSec Policy has been approved and received sign off by the authorized executives.** | **Has the policy been approved and received sign off by the authorized executive?** |  |  |  |
| **The policy has been socialized across the Agency for personnel awareness.** | **Has the policy been shared with all personnel across-Agency?** |  |  |  |
| Documented Asset Management Policy. | Does your Agency have a documented Asset Management Policy? |  |  |  |
| Is the policy aligned with the State of South Carolina Asset Management Policy? |  |  |  |
| Implemented Asset Management Policy and associated processes  | Have you implemented an Asset Management Policy? |  |  |  |
| Do you have asset management processes implemented in your Agency? (i.e. asset inventory creation and review, asset registration, asset classification, user provisioning, etc.) |  |  |  |
| Document and maintain asset inventory for critical IT assets.  | Have you identified asset owners?  |  |  |  |
| Does your Agency have an asset inventory? |  |  |  |
| Have critical assets been identified within your asset inventory? |  |  |  |
| Asset inventory that is inclusive of theunique system name, a system/business owner, a data classification, and a description of the location of the asset. | Do you have an asset management team?  |  |  |  |
| Who assigns asset management team’s roles and responsibilities? |  |  |  |
| If you have an asset management team, what are the team’s roles and responsibilities? |  |  |  |
| If you have an asset inventory, does it include a unique system name, a system/business owner, a data classification, and a description of the location of the asset? *Examples of assets associated with information systems are (information/software/physical assets and services).* |  |  |  |
| Access to assets granted via a formal registration process that requires user acknowledgement of all rules and regulations pertinent to the asset. | Are there controls in place to restrict access to asset inventory to approved individuals only? (e.g., user credentials, user roles, etc.) |  |  |  |
| Is access to asset inventory a documented process?  |  |  |  |
| Do you require users to acknowledge rules and regulations pertinent to the asset? |  |  |  |
| Periodically revalidate asset inventory to ensure accurate classification. | Is there a periodic review of the asset inventory performed to help ensure accuracy?  |  |  |  |
| Has responsibility for the periodic reviews been assigned to a specific role/ individual? |  |  |  |
| Is the asset inventory review process documented? |  |  |  |
| Establish procedures to administer privileged user accounts in accordance with a role-based access model. | Have you established procedures to administer privileged user accounts based on employees’ roles? |  |  |  |
| Classify assets into the data classification types in the State of South Carolina Data Classification Schema. | Are you familiar with the State of South Carolina Data Classification Schema? |  |  |  |
| Has a data classification schema been implemented at your agency? |  |  |  |
| Assets are classified based on data classification type and impact level, and the appropriate level of information security safeguards are available and in place. | How do you classify asset data in the asset inventory? |  |  |  |
| Is the asset data classified based on type and impact levels in the asset inventory? |  |  |  |